Business and Personal Finance (Finance)

Instructor: F.G. Bowyer
Time: Tuesdays, 7:00-9:00 p.m., commencing September 22
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Texts: 1) P. Hunt, C.M. Williams, G. Donaldson, *Basic Business Finance: Texts and Cases*, Richard Irwin, 1961
2) T.B.A.

Marketing Management (Marketing)

Instructor: D.E. Simon
Time: Wednesdays, 6:30-8:30 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: T.B.A.

Computer-Based Management Information Systems (Quantitative Methods)

Instructor: C.D. Sadleir
Time: Tuesdays, 7:00-9:00 p.m., commencing September 22
Place: Galbraith Building
Fee: $95.00 – 25 sessions
Text: None

* * *

Send to:

Division of University Extension
Continuing Education Programme
84 Queen's Park
Toronto 5, Ontario.

Please send me your calendar containing complete information about the Fellows' Programme in Banking

Name .....

Address .....

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UNIVERSITY OF TORONTO
DIVISION OF UNIVERSITY EXTENSION
Continuing Education Programme

FELLOWS' PROGRAMME IN BANKING
1970-71

In co-operation with the Institute of Canadian Bankers

FELLOWS' PROGRAMME IN BANKING

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The Programme

This three-part programme is designed specifically for staff members of Canadian chartered banks. Its purpose is to provide formal education for men and women who wish to prepare themselves for responsible positions in banking. Registrants must be capable of taking courses at the university undergraduate level.

Courses consist of 25 two-hour sessions given once a week. Successful candidates must obtain a "C" grade (i.e. 60%) or better in each of the three parts of the programme and a pass in all courses. All courses are conducted on the St. George Campus.

Successful graduates of this programme will obtain a certificate from the Institute of Canadian Bankers.

Qualifications for Admission

University admission requirements (senior matriculation), or of age 25 or older having obtained a minimum of 60% in one senior matriculation subject, or having demonstrated sufficient ability and potential in present work to secure the recommendation of the Institute of Canadian Bankers.

Candidates for admission to the programme should apply through the Personnel Department of the bank in which they are employed.

Registration

Registration for particular courses of this programme should be submitted through the Personnel Department of the bank in which the student is employed. Enrolment requests should reach the Division of University Extension by 28 August 1970 at the latest. Early application is advised.

Students may enrol in no more than two courses in the same session. Each part of the programme must be completed successfully before proceeding to a subsequent part.

For detailed information call 928-2400, or write to:

Fellows' Programme in Banking
Division ol University Extension
84 Queen's Park
Toronto 5, Ontario.

Courses

PART I

Introduction to Banking

Instructors: S. Sarpkaya, G. Wheeler, J.S. White
Time: Mondays, 6:30-8:30 p.m., commencing September 21
Tuesdays, 5:45-7:45 p.m., commencing September 22
Tuesdays, 8:00-10:00 p.m., commencing September 22
Wednesdays, 7:00-9:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: T.B.A.

Business Management (Business Administration)

Instructors: J.F. Lowery, E.L. Vitalis
Time: Mondays, 6:00-8:00 p.m., commencing September 21
Tuesdays, 7:00-9:00 p.m., commencing September 22
Wednesdays, 6:00-8:00 p.m., commencing September 23
Place: Mondays — Faculty of Law
Tuesdays — Galbraith Building
Wednesdays — Faculty of Law
Fee: $95.00 — 25 sessions
Text: W.H. Newman, C.E. Summer, E.K. Warren, *The Process of Management, Concepts, Behaviour, and Practice*, Prentice-Hall, 1967; or W.H. Pugsley, *Canadian Business Organization and Management*, McGraw-Hill, 1965.

PART II

Financial Analysis and Control (Management Accounting)

Instructors: J.G. Haag, K.E. Taylor
Time: Mondays, 6:00-8:00 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: T.B.A.

Communications

Instructors: A.F. Collaco, M. Ciglen
Time: Tuesdays, 6:30-8:30 p.m., commencing September 22
Wednesdays, 6:30-8:30 p.m., commencing September 23
Thursdays, 6:30-8:30 p.m., commencing September 24
Place: East Asian Studies Building
Fee: $95.00 — 25 sessions
Text: None

Economics — An Introduction

Instructors: J.I. McDonald, W.H. Merritt
Time: Tuesdays, 7:00-9:00 p.m., commencing September 22
Thursdays, 6:00-8:00 p.m., commencing September 24
Place: Tuesdays — Galbraith Building
Thursdays — Carr Hall
Fee:. $95.00 — 25 sessions
Text: P.A. Samuelson, A. Scott, *Economics — An Introductory Analysis*, McGraw-Hill, 1968

Legal Aspects of Business

Instructor: J.D. Brownlie
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: Faculty of Law
Fee: $95.00 — 25 sessions
Text: J.E. Smythe, D.A. Soberman, *The Law and Business Administration in Canada*, 2nd ed., Prentice-Hall; and various Statutes as required and announced.

PART III

Management Principles and Organizational Behaviour (Management I)

Instructors: A.I. Hainey, K.W. Preston
Time: Wednesdays, 6:00-8:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: A reading list will be provided

Business Policy (Management II)

Instructor: J.U. Joseph
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: E.P. Learned, *Business Policy: Text and Cases*, Richard Irwin, 1965.

Two Optional Courses, to be chosen from the following:

Money and Banking

Instructor: S. Sarpkaya
Time: Wednesdays, 8:00-10:00 p.m., commencing September 23
Place: Carr Hall
Fee: $95.00 — 25 sessions
Text: T.B.A.